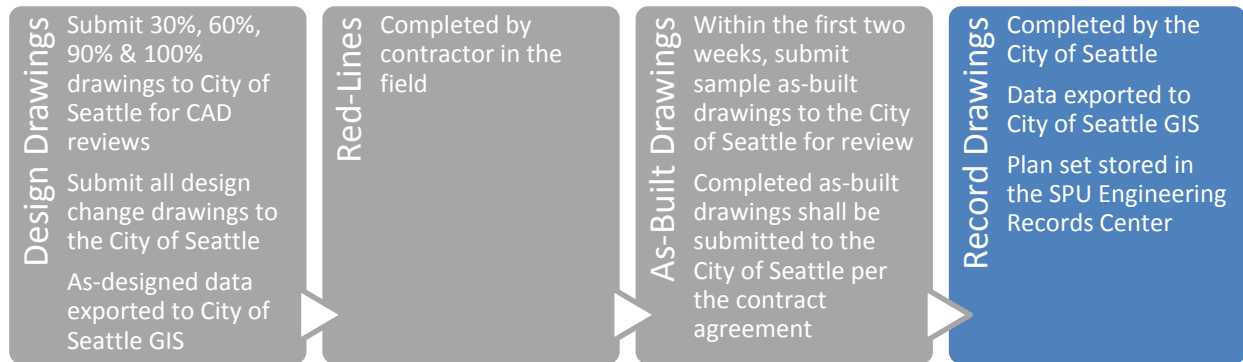


SPU/SDOT Record Drawing Requirements



All Record Drawings are created from As-Built Drawings, uploaded to GIS and archived into the Engineering Records Center and Virtual Vault by City of Seattle staff.

General

- ☐ Design Changes must be incorporated into the CAD files prior to Record Drawings.
- ☐ Record drawings shall be done in AutoCAD or AutoCAD Civil 3D and must conform to the standards as defined in the CAD Manual: Seattle.gov/util/CAD
- ☐ Record drawing file names shall add **RD-** to the front of the Project Tracking Number (PTN).
- ☐ Record drawings will show only deviations to the design without any references to RFIs, FCRs, payment items, DCs, etc. Record drawings shall be accurate, clean, clear and easily readable. In congested areas, additional blow-up details may be required for readability.
- ☐ Civil layers for linework to be plotted/shown in red have the “CR-” discipline designator (see Section 5: Layers in the CAD Manual) and use colors 32-38 (see Section 8: Plotting/Printing in the CAD Manual).
- ☐ Geo-referenced utility linework shall be drawn and classified in accordance with Section 6 of the CAD Manual to ensure smooth export of linework into GIS.
- ☐ Items not built shall be put on the CR-NBLT layer (lines can be broken) and crossed out with the CR-ANNO layer (not deleted).
- ☐ Annotation shall have the text style name is set to “COS-Record” with the “font name” set to RomanS.shx, the “paper text height” set to 0.00, the “width factor” set to 1.00 and the “oblique angle” set to 20 (see Section 7: Annotation in the CAD Manual). The plotted text height shall be 1/8”.
- ☐ All record drawing sheets shall have the “RECORD DRAWING” stamp block affixed (see Section 2: Support Files in the CAD Manual).
- ☐ Sheet bar codes shall be correct (prior to printing, the “Barcode Modifier” field in the Sheet Set Custom Properties of Sheet Set Manager must be updated to: **-A**).

Submittals

Send the drawings to **SPU_CADsupport@Seattle.gov**

- ☐ AutoCAD .DWG files, the Sheet Set Manager .DST file, image files, Excel spreadsheets and LandXML files (see Section 9: Electronic Transmittals in the CAD Manual) created according to the SPU/SDoT Inter-departmental CAD drafting standards for archival.
- ☐ Plotted 22"x34" hard copy drawing using Record_Drawings.ctb (see Section 8: Plotting/Printing in the CAD Manual) composed of color pigment-based ink on bond paper with RECORD DRAWING stamp block affixed (see Section 2: Support Files in the CAD Manual) for storage in the Engineering Records Center (Vault).
- ☐ PDF of plan set created with Record_Drawings.ctb (for best quality use "DWG To PDF.pc3" – see Section 8: Plotting/Printing in the CAD Manual) for storage in the Virtual Vault.